



CITY OF NEWPORT BEACH Board of Library Trustees AGENDA

Corona del Mar Branch Library – 420 Marigold Ave., Corona Del Mar, CA 92625
Monday, June 16, 2014 – 5:00 p.m.

Board of Library Trustees Members:

Jill Johnson-Tucker, Chair of the Board
Jerry King, Vice-Chair of the Board
Eleanor Palk, Secretary of the Board
Robyn Grant
John Prichard

Staff Members:

Tim Hetherington, Library Services Director
Dave Curtis, Library Services Manager
Elaine McMillion, Admin Support Specialist

1) CALL MEETING TO ORDER

2) ROLL CALL

3) PUBLIC COMMENTS

Public comments are invited on agenda items. Speakers must limit comments to five (5) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Board of Library Trustees has the discretion to extend or shorten the speakers' time limit on agenda or non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in silent mode.

4) APPROVAL OF MINUTES – May 19, 2014 Meeting

5) CURRENT BUSINESS

All matters listed under CONSENT CALENDAR are considered to be routine and will all be enacted by one motion in the form listed below. The Board of Library Trustees has received detailed staff reports on each of the items. There will be no separate discussion of these items prior to the time the Board of Library Trustees votes on the motion unless members of the Board of Library Trustees, staff or the public request specific items to be discussed and/or removed from the Consent Calendar for separate action.

A. CONSENT CALENDAR

1. **Customer Comments** - Monthly review of evaluations of library services through suggestions and requests received from customers.
2. **Library Activities** - Monthly update of library events, services and statistics.
3. **Expenditure Status Report** - Monthly expenditure status of the Library's operating expenses; services, salaries and benefits by department.
4. **Board of Library Trustees Monitoring List** - List of agenda items and dates for monthly review of projects by the Board of Library Trustees.

B. ITEMS FOR REVIEW AND POSSIBLE ACTION

1. **Corona del Mar Branch Report** – Branch Librarian Andrea Jason will report on Branch activities, and resources.
2. **Internet Use Policy** – This policy will be reviewed and suggested revisions may be made.

3. **NBPL Sound Lab Policy and NBPL Media Use Policy** – These two policies were amended at the May 19 Board of Library Trustees' meeting and the red-lines are being brought back for final review and approval.
4. **Donor Wall** – Staff requests that Board of Library Trustees make an exception to approved policy regarding donor recognition for the area designated as Study Area K.

C. MONTHLY REPORTS – No written reports created prior to the Board of Library Trustees Meeting.

1. **Library Services Director Report** - Report of Library issues regarding services, customers and staff.
2. **Friends of the Library Liaison Report** – Chair Johnson-Tucker's update of the most recently attended Friends of the Library Boards' monthly meeting.
3. **Library Foundation Liaison Report** – Trustee Robyn Grant's update of the most recently attended Newport Beach Public Library Foundation Boards' monthly meeting.
4. **DSLS Liaison Report** - Trustee Eleanor Palk's update of the most recently attended Distinguished Speakers Lecture Series Committees' monthly meeting.

6) BOARD OF LIBRARY TRUSTEES ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)

7) PUBLIC COMMENTS ON NON-AGENDA ITEMS

Public comments are invited on non-agenda items generally considered to be within the subject matter jurisdiction of the Board of Library Trustees. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Board of Library Trustees has the discretion to extend or shorten the speakers' time limit on non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.

8) ADJOURNMENT

This Board of Library Trustees is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Board of Library Trustees agenda be posted at least seventy-two (72) hours in advance of each regular meeting and that the public be allowed to comment on agenda items before the Board of Library Trustees and items not on the agenda but are within the subject matter jurisdiction of the Board of Library Trustees. The Board of Library Trustees may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

It is the intention of the City of Newport Beach to comply with the Americans with Disabilities Act ("ADA") in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Newport Beach will attempt to accommodate you in every reasonable manner. If requested, this agenda will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Please contact the City Clerk's Office at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at (949) 644-3005 or cityclerk@newportbeachca.gov.

CITY OF NEWPORT BEACH

Board of Library Trustees Meeting Minutes May 19, 2014 – 5:00 p.m.

The agenda for the Regular Meeting was posted on Wednesday, May 15, 2014, at 12:15 p.m. on the City Hall Electronic Bulletin Board located in the entrance of the City Council Chambers at 100 Civic Center Drive; at 5:35 p.m. on the City's website, and at 4:45 p.m. in the Meeting Agenda Binder located in the entrance of the City Council Chambers at 100 Civic Center Drive.

CONVENED AT 5:00 p.m.

1) **CALL MEETING TO ORDER** – Chair Jill Johnson-Tucker called the meeting to order.

2) **ROLL CALL** – Roll call by Admin Support Specialist Elaine McMillion.

Trustees Present: Chair Jill Johnson-Tucker, Vice-Chair Jerry King, Secretary Eleanor Palk, Robyn Grant, and John Prichard

Staff Present: Library Director Tim Hetherton, Library Services Manager Dave Curtis, Support Services Coordinator Melissa Kelly, Youth Services and Branch Coordinator Debbie Walker, Adult Services Coordinator Natalie Basmacian, Assistant Librarian Susan Groux, and Admin Support Specialist Elaine McMillion

3) **PUBLIC COMMENTS**

Jim Mosher called attention to page eleven in the meeting packet and noted that the budget documents which were noted in the link on page 2 of the Library Activity Report deviated considerably from what was reported to the City Council in February 2014. He called attention to page 129 of the Performance Plan in this link, noting that the maintenance and operations budget for the Library is noted at \$2 million and that it was presented in February to City Council as \$1.8 million. The Capital Equipment Requests in February were presented as \$2,000 and in the report link shows as \$200,000 a year ago and \$80,000 two years ago. He suggested that the Board review these reports to see if the Library's budget is going down, and if so, why, and that this would help to determine if the Library is sufficiently funded.

Chair Johnson-Tucker thanked Mr. Mosher for his comments and asked Support Services Coordinator Melissa Kelly to put the Capital Outlay Budget on a future agenda for clarification.

4) **APPROVAL OF MINUTES** – April 7, 2014 Meeting Minutes

Page 5, Paragraph 1, Item 5.C.3:

Add the words 'they' and 'are' to the sentence which begins "Trustees Robyn Grant, and they have since....., and are being used....."

Motion made by Vice Chair King and seconded by Secretary Palk and carried (3-0-2-0) to approve the minutes of Monday, April 7, 2014 as amended.

AYES: King, Palk, Grant
NOES: None
ABSTENTIONS: Johnson-Tucker, Prichard
ABSENT: None

5) CURRENT BUSINESS

A. CONSENT CALENDAR

1. **Customer Comments** – *Monthly review of evaluations of library services through suggestions and requests received from customers.*
2. **Library Activities** – *Monthly update of library events, services, and statistics.*
3. **Expenditure Status Report** – *Monthly expenditure status of the Library's operating expenses, services, salaries, and benefits by department.*
4. **Board of Library Trustees Monitoring List** – *List of agenda items and dates for monthly review of projects by the Board of Library Trustees.*

The Board of Library Trustees Monitoring List was reviewed and staff will remove the duplicate entry, *Adult Services Update*. Chair Johnson-Tucker noted that she would not be at the June 16, 2014 meeting as she will be traveling. The next meeting will be held at the Corona del Mar Branch and will give the Board an opportunity to look at the Corona del Mar branch library and Fire Station planning. Library Services Director Hetherton noted that the next meeting would give those in attendance an opportunity to share their ideas for this branch, and look at what is working and what is not. It was agreed that a review of the *Internet Use Policy* would be made at the June 16, 2014 Board meeting.

Motion made by Trustee Grant and seconded by Trustee Prichard and carried (5-0-0-0) to approve the Consent Calendar Items as presented, with the revisions to the Board of Library Trustees Monitoring List as noted.

AYES:	Johnson-Tucker, King, Palk, Grant, Prichard
NOES:	None
ABSTENTIONS:	None
ABSENT:	None

B. ITEMS FOR REVIEW AND POSSIBLE ACTION

1. **Donor Wall**

Tim Hetherton provided a written report with details of a \$100,000 donation to the NBPL Foundation for naming of one of the designated donor walls that is located in the study area on the second floor expansion. Plans for this donation are being brought to the Board of Library Trustees at this meeting, and staff will bring back the lettering specifications and location details to the Board for formal approval at a future meeting. The Board agreed that this would be an acceptable procedure to bring specifications to the Board of Library Trustees for review and approval before installation.

Chair Johnson-Tucker asked that the minutes from previous meetings where this subject had been discussed are made available to the Board when the lettering specifications and details are presented to them for approval at a future meeting.

2. **Sound Lab Policy and Media Center Use Policy**

Adult Services Coordinator Natalie Basmacyan presented the two policies. The Sound Lab and Media Center are in operation. Staff members have matched the Sound Lab Policy as closely as possible to the Media Center Use Policy. The third and fourth bullet points in the Sound Lab Policy are not included in the Media Center Use Policy. The reasoning was so that a customer who wishes to use the Sound Lab and is on a wait list may use it if a previously signed up customer does not arrive on time. They wouldn't know this by looking, as the Sound Lab does not have windows to view individuals who may be

using the room at any given time. The previous request for users of the Media Center to leave their photo ID's with staff was removed as this would not be necessary since a staff member is in the room during all hours of operation. Trustee Grant asked that in the future whenever a policy is revised that it be red-lined in order to know what has been added or deleted. The Media Center Use Policy was presented to the Board at their December 2, 2013 meeting with the agreement that it be brought forward for review after the Media Center had been in operation for a few months. The Sound Lab Policy is new and most recently opened for use. Trustee Prichard asked if staff would begin tracking Media Center and Sound Lab usage. Discussion continued on ways to outreach to schools in order to increase the awareness and usage of these two areas.

Trustee Prichard submitted suggested revisions to both policies. These revisions will be red-lined and brought back at the next Board meeting for approval. The Board agreed with these revisions and Trustee Prichard offered to review the red-lined revisions after they have been entered by staff and in order to be available for the next meeting for final approval. In the meantime the Board agreed to have staff begin utilizing the two policies as presented and revised at this meeting.

Motion made by Trustee Prichard and seconded by Trustee King and carried (5-0-0-0) to approve the two policies adopting the revisions as recommended. The red-lined revisions will be brought back to the June 16 meeting for final approval.

AYES:	Johnson-Tucker, King, Palk, Grant, Prichard
NOES:	None
ABSTENTIONS:	None
ABSENT:	None

3. Adult Services Update

Natalie Basmacian presented this report which covers from May 2013 through May 2014. She noted that it has been a very busy year in Adult and Reference. She reviewed staffing changes, the *Pitch and Idea* project, Passport Services including detailed statistics for this service, new databases, circulating iPads and Nooks, and the mobile tour application for the Civic Center. The well attended adult programs *What's Cooking*, *Manuscripts Book Discussion Groups* and the holiday programs and lectures were also noted. A class which highlighted ebook services to seniors was also discussed. The reference staff's development of the *Kids These Days: Growing Up in Newport Beach* in which Council Member Nancy Gardner participated in was mentioned. Staff has also created a Pinterest page which has been well received and highlights Library events.

The presentation continued with discussion on various ways in which to reach target groups in order to increase marketing and usage of the Library.

At the end of Natalie's presentation Chair Johnson-Tucker noted that it would be helpful if Natalie attended the Board meetings every six months and gave a report on Adult Services since this area covers a vast area.

C. MONTHLY REPORTS

1. Library Services Director Report

Director Hetherton reported that there has been much planning going on with Cultural Arts planning and programming. City Council approved the Sculpture Garden and the Arts Master Plan. Director Hetherton and Support Services Coordinator Melissa Kelly set up a table at a recent Corona del Mar Town Hall Meeting in which they promoted library services and distributed promotional information. The City Arts Commission had a booth next to the Library's booth where they promoted their upcoming summer events. Director Hetherton, Chair Johnson-Tucker and Trustee Grant participated in a series

called *Engaging with City Hall* where issues in operation were covered where the Library was promoted. He introduced new Library Services Manager Dave Curtis and he is looking forward to working with him.

Tim reported on Lynda.com. The Admin Team is meeting with the City's Information Technology (IT) staff to help implement a video feed in the Media Center and Sound Lab so that it can be monitored by scheduled staff members. The plan is to keep the Media Center and Sound lab open and staffed during the Library's normal open for business hours. Trustee Grant suggested that staff make a formal approach to high schools' and community colleges' art departments to help promote the Media Center and Sound Lab in order to help create an upward trend in usage.

Chair Johnson-Tucker appointed herself and Vice Chair King to serve as Board sub-committee liaisons on the Corona del Mar and Fire Station planning committee. Vice Chair King has much knowledge in this area and will be an asset. Director Hetherington requested that Youth Services /Branch Coordinator Debbie Walker also attend the planning committees as she oversees the branches and could provide helpful perspective.

Chair Johnson-Tucker requested that the Board be aware of the City of Newport Beach's new Arts Master Plan and assist in helping to locate venues in the City which would better suit the musicales and other arts related programs. At her request staff prepared a report on the Friends Meeting Room usage to help assess need. Chair Johnson-Tucker asked that all be aware of and to look for ways to find locations for this purpose if funds become available. She asked Trustee Grant if she would research some possibilities due to her background in the City Arts Commission.

Trustee Prichard suggested that the Sound Lab and Media Center usage statistics be tracked in order to identify trends. Natalie Basmacyan will have reference staff track the usage in these two areas. Trustee Prichard questioned the decline of the branches' year-to-date statistics. Chair Johnson-Tucker and staff explained noting that attendance was down at the Central Library during the Central Library construction. Now that the construction is complete usage at the branches has declined. Support Services Coordinator Melissa Kelly explained how the statistics are reported to the state and discussion continued on the ways in which the Library may qualify for the nationwide five star-rating and report their outreach and programming information. Chair Johnson-Tucker asked Library Services Manager Dave Curtis to prepare a report for the June meeting noting ways to improve the Library's outreach since he has had an extensive career and may be able to share information he has attained over the years.

2. Friends of the Library Liaison Report

Chair Johnson-Tucker reported that at their last meeting the Friends of the Library Board reviewed the Library Wish List, and their budget and income from book donations. She noted the importance of donations and spreading the word to others in order to help increase sales and donations. The Friends of the Library will host a book sale table at the June 14 Juried Art Exhibition to help promote their bookstore and sell art related books.

3. Library Foundation Liaison Report

Trustee Grant noted that some of the ideas from staff for the Pitch an Idea program were presented. Adult Services Coordinator Natalie Basmacyan reported on a remote notification idea that would allow reference staff to notify customers who are waiting to use laptops and second floor study rooms in a timely manner. This would enhance the current system and would help to reduce customer frustration and would also provide ways in which to evaluate usage. Usage of the Media Center, potential training opportunities, and creation of an online tutorial for the Newport/Mesa ProLiteracy program were discussed and positively received by the Foundation Board.

4. DSLS Liaison Report

Trustee Palk reported on the two most recent DSLS committee meetings. This committee has been putting together an excellent speaker list for 2015 which will be announced once all of the speakers have

been confirmed. The Anna Deavere Smith lecture was very well received and attended. On Saturday, May 31, at 2:00pm, a lecture titled *The West without Water* will be given by Dr. Lynn Ingram, Professor of Earth and Planetary Science at UC Berkeley. Trustee King noted that he has heard Dr. Ingram speak before and that this is an important topic. Chair Johnson-Tucker agreed to attend the July 3, 2014 DSLS Committee meeting for Secretary Palk who will be unable to attend.

6) BOARD OF LIBRARY TRUSTEES ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)

- **Tenant Space** – *The tenant space at Central Library across from Bistro 24 will be discussed.*
- **Internet Use Policy** – *This policy will be reviewed and suggested revisions may be made.*
- **Carlsbad Library** – *An overview of the Carlsbad Library programs and services will be given by Library Services Manager Dave Curtis.*
- **NBPL Sound Lab Policy and NBPL Media Use Policy** – *These two policies were amended at the May 19 Board meeting and the red-lines are being brought back for final review and approval.*
- **Donor Wall** – *Specifications on the \$100,000 Donor Wall donation noted at this meeting to be presented for review and approval.*
- **Capital Outlay Budget** – *Support Services Coordinator Melissa Kelly will provide a report to clarify the Library's Capital Outlay budget.*

July Agenda Item:

- **Donation** - *Accept donation from Newport/Mesa Pro Literacy group.*

Trustee Robyn Grant left the meeting at 6:23pm

7) PUBLIC COMMENTS ON NON-AGENDA ITEMS

Mr. Mosher suggested that the space located across from Bistro 24 at the Central Library may be a good location for the Friends of the Library to use in promoting the bookstore. He noted that the creation of the sub committee to oversee the Corona del Mar planning which was discussed at this meeting was not on the agenda and that the Board may want to review the legalities and noticing of this committee as it proceeds. He commented on the recent article in The Daily Pilot about the disappearance of 31 video games from the Mariners branch library and suggested that the Board review the Circulation policy in order to better address the total number of items that can be checked out, which if had already been in place this incident may have been prevented. He feels that it would be a good idea for the Newport Beach Independent to be made available in the Public Giveaway area and was disappointed to see that the copies that had been in this area had been removed.

8) ADJOURNMENT – 6:27 p.m.

Submitted by: _____
Approval of Minutes

NEWPORT BEACH PUBLIC LIBRARY CUSTOMER COMMENTS
APRIL - MAY 2014

<p>COMMENT # Date Received Source of Comment Staff Member Assigned To Staff Member Title Date Responded to Customer</p>	<p>COMMENT</p>	<p>RESPONSE</p>
<p><u>1</u> 4/23/2014 Comment Form - Email Melissa Kelly Support Services Coordinator 5/13/2014</p>	<p>Why don't you disconnect the "beep" noise that happens every time a book check in happens. This is very loud and disturbing!</p>	<p>Melissa Kelly responded via email as follows: I apologize for taking so long to get back to you in regards to the loud beep that you hear at the Balboa Branch when staff is checking in books. I have been trying to see if we can reprogram the scanner to lessen the decibel level of the signal. Generally the check ins and check outs are intermittent, but when they are checking in all of the items that come from the other Libraries it can be a lot of beeping at once. I still haven't found the solution, but I can tell you that with the switch to RFID the scanners are not being used as much, so there should be a natural abatement to the noise. I hope that this helps to make your Library visit more pleasant. I will, however, continue to seek a solution to the sound level issue since the scanner will continue to be used in the Library. Thank you for using the Library.</p>
<p><u>2</u> 5/1/2014 Comment Form - Email Tim Hetherton Library Services Director 5/2/2014</p>	<p>I have just returned home from visiting the library. To my astonishment the temperature within the library was 88F. It felt like being in an oven. I asked myself how can people work under such dreadful conditions. Operating under such conditions could be harmful to the health of the staff. It is obvious the condition has gone on all week long. The situation is deplorable. It needs the immediate attention of you and others in leadership positions. Please take immediate steps to alleviate this horrible environment. Please let me know what you are doing in this regard. Thank you,</p>	<p>Tim Hetherton responded via email as follows: I'm sorry about the temperature in the CDM Branch. Library staff has also informed me of the problem. We are purchasing two portable air conditioners to use in the branch to ameliorate the situation. We expect to have those available next week and we will use them when necessary to provide a stop gap measure until the new branch facility opens. Again, I apologize for the bad experience, and I appreciate your input - that's how we get better.</p>
<p><u>3</u> 5/5/2014 Comment Form - Email Melissa Kelly Support Services Coordinator 5/6/2014</p>	<p>Someone has created 2 folders for Victoria Thompson -one with 9 titles and one with 4. It's the same author, but one folder is called "Thompson, Victoria Victoria." This may be confusing for those who are trying to read all 13 books of the series that this library owns.</p>	<p>Melissa Kelly responded via email as follows: Thank you for bringing these records to our attention. We will have the records merged in order to pull them together in our catalog. Thank you for using the Library. <i>The Customer responded as follows: Melissa - thank you for all the great work you do for those of us who love reading, and make use of the libraries.</i></p>
<p><u>4</u> 5/6/2014 Comment Form - Email Cherall Weiss Literacy Coordinator 5/7/2014</p>	<p>Good morning Cherall, Thank you very much, I am very proud to be a US citizen and I do my best to be one of the best ones. I hope to speak English as US citizens. I am very very apritiate you.</p>	<p>Cherall Weiss responded via email as follows: Congratulations to our newest citizen! We are all so happy and proud of this HUGE accomplishment. Being a U.S. citizen opens up many opportunities for you and I am sure you will take advantage of all of them. Just think, you can even vote in the next election... so cool!</p>

<p>COMMENT #</p> <p>Date Received</p> <p>Source of Comment</p> <p>Staff Member Assigned To</p> <p>Staff Member Title</p> <p>Date Responded to Customer</p>	COMMENT	RESPONSE
<p>5</p> <p>5/13/2014</p> <p>Comment Form - Email</p> <p>Natalie Basmaciyan</p> <p>Adult Services Coordinator</p> <p>5/27/2014</p>	<p>See below: IBD - Investor's Business Daily. WSJ - Wall Street Journal. Library Patrons need one copy of IBD per day. But need two copies of WSJ per day.</p>	<p>Natalie Basmaciyan responded via email as follows: Thank you for taking the time to complete a comment card regarding the Wall Street Journal. I will look into the cost and feasibility of adding a second copy of the newspaper, and will let you know my decision either way. Natalie Basmaciyan sent the follow up email: Good morning, I reviewed our subscription costs for the Wall Street Journal and have decided against adding a second copy at this time. I understand you may not always find our copy available, but feel free to ask any staff member to check if the paper may be awaiting reshelving. Thank you for using the Newport Beach Public Library.</p> <p><u>Customer responded as follows:</u> <i>The Customer responded as follows: It is not an issue at the present time for me. Thank you for your Email.</i></p>

NEWPORT BEACH PUBLIC LIBRARY

To: Board of Library Trustees
From: Tim Hetherton, Acting Library Services Director
Re: Report of Library Activities – June 16, 2014 Board of Library Trustees Meeting

TIM HETHERTON, LIBRARY SERVICES DIRECTOR

"All things seem possible in May." - Edwin Way Teal

Libraries have always been about possibilities, and in May, the Library typically plans for our busy summer and for our activities in the new fiscal year. We continue to expand our customer's possibilities through user-friendly and innovative resources, programs, and services.

During the month, New **Library Services Manager Dave Curtis** began work on Monday May 19th and completed his first day by attending his first Board of Library Trustees meeting. Dave has spent his first few weeks getting acquainted with Library and City staff members, reviewing department procedures and action plans and gaining a fuller understanding of the NBPL systems and resources. He has already made a difference with his fresh eyes and extensive public library experience. Dave will manage Library operations, work on special projects, and serve as an integral part of our Library Administration team.

Passport Services: Customers are increasingly discovering the convenience of NBPL's Passport Services. Staff reports that they are making about six appointments per day with multiple applications per appointment. Since taking over the Passport Services from City Hall, Library staff has processed 686 passport applications. To this I say, "Wow!"

Bunnies and Books: On Saturday, May 3rd, over 350 customers attended the "Bunnies and Books for Kids Festival" on Saturday. The event, sponsored by the NBPL Foundation, celebrated the first anniversary of the Library Expansion and Civic Center with story times and crafts in the new Children's Room and activities at the upper level entrance to the Central Library. Children and their parents also followed pathways through the Civic Center Park on a scavenger hunt, locating different items and landmarks, including bunnies.

The Friends of the Library also held their **Quarterly Book Sale** on May 2nd and 3rd. This was excellent timing because the Friends were able to showcase their already popular sales to a whole new audience of Library customers attending Bunnies and Books. Proceeds from the book sales, along with sales from the Friends Bookstore at the Central Library, provide funds for many of the children's programs, Sunday Musicales and collections. We are so grateful to their dedicated volunteers who work extremely hard to make this library so outstanding.

Speaking of **Musicales**, on Saturday morning, May 10th, the Central Library Friends Room was filled with young voices from the Southern California Children's Chorus performing in a **Family Concert**. Located in Newport Beach, the organization includes talented singers from all over Orange County. The concert at the Central Library featured the Apprentice and Intermediate Chorus groups.

Our snazzy new **Book Drop**, funded by the NBPL Foundation, went live in May and is located near the entrance to the Civic Center Parking Lot for easy access from the library parking lot.

Coming soon...

In June, Central Library will host the traveling exhibit, "Aging as Art" sponsored by the Council on Aging-Orange County. The exhibit, consisting of approximately 25-30 photos will be installed on the 2nd floor by the staircase. The exhibit will run from June 20 to July 7th. The photographs on display feature the work of contest winners from the local area.

Lynda.com remains my favorite library database. Available in the Media Lab, Lynda is featuring the following new training courses:

- Explore Video Hardware
- Create Models And Animation
- Pick Up Your Pencils
- Get Paid With Square Register
- Give A Captivating Presentation
- Measure Your WordPress Site's Success
- Break Out Of A Creative Rut

Lynda.com training that is coming soon:

3D + Animation

Maya 2015 Essential Training

Audio + Music

Songwriting in GarageBand

Business

Managing Virtual Teams

Quicken 2014 Essential Training

Up and Running with Adobe Reports and Analytics

Accounting Fundamentals

CAD

Revit Architecture 2015 Essential Training

Design

InDesign Insider Training: Print PDFs

Introducing Photoshop: 3D

Introduction to Graphic Design

Developer

Unity 2D Essential Training
Managing Documents with SharePoint 2013
Power BI Features in Depth

Education

Learning Management System (LMS) Fundamentals

Photography

Managing Your Mobile Photos
The Traveling Photographer: Fundamentals

Video

Managing a Video Production with an iPad

Web

Building a Website with Node.js and Express.js
Migrating from Flash to Edge Animate
Running a Web Design Business: Defining Success

MELISSA KELLY, SUPPORT SERVICES COORDINATOR

Nothing new to report.

DEBBIE WALKER, BRANCH AND YOUTH SERVICES COORDINATOR

Branches: Youth Services staff at all locations began preparations for Summer Reading Program which will begin on June 21. Monthly programs continued to be offered though. Mariners hosted a Wild West Party while children and parents at Balboa had treats and created crafts related to the popular "If You Give a Mouse a Cookie" series. At CDM the monthly craft club gave everyone a chance to make musical instruments out of a variety of easy to find materials.

Although he had worked there in the past, Piers Brown, Library Clerk II became a permanent member of the Mariners team as of May. Piers had worked at Mariners on a regular basis when he was part-time so is happy to be back at the branch.

Youth Services: Bunnies and Books were the theme of the first of what is hoped will be an annual event on Saturday, May 3. As part of the NBPL Foundation sponsored Making Memories Program this event (with some funding from the Friends of the Library also) was a huge hit (it was estimated that at least 300 children and adults were in attendance). The event was held from 10:30 – 1:00, starting with Family Storytime in the Children's Room and ending on the patio and Civic Green for other activities. In addition to face painters, costumed characters dressed as Alice in Wonderland, the Mad Hatter, the Red Queen and White Rabbit were on hand to interact with the crowd and pose for photos. There were crafts, games and a scavenger hunt that took brave explorers all over the Park and Civic Green. Two weeks later

on Saturday, May 17 the annual Imagination Celebration event offered music and music instruction from Jazzy Ash and a chance to work on New Orleans and jazz inspired crafts. Central youth services staff also worked tirelessly throughout the month getting crafts and other programming components prepared for Summer Reading Program.

Teen Services: Selected YAAC members volunteered their services at both of the May programs. Their help was greatly appreciated. YAAC members also worked with Mona to come up with ideas to enhance the Teen Summer Reading Program.

NATALIE BASMACIYAN, ADULT SERVICES COORDINATOR

Manuscripts Book Discussion Group: 41 people attended the *Manuscripts* Book Discussion group, sponsored by the Newport Beach Public Library Foundation. Louise Erdrich's novel, The Round House, delves into the legal and personal issues surrounding a vicious attack on tribal land. The young protagonist must wrestle with his scarred mother, seemingly ineffectual judge father, and the limitations of law enforcement. The event was free and open to the public.

Ancestry Library Edition Class: A seasoned trainer from Ancestry. Com presented a thorough and informative workshop on the Ancestry Library Edition database. 15 customers learned effective search strategies, innovative ways to approach genealogy research, and regional variances to accessing information. The event was held in the Media Lab, and the trainer provided a follow-up PDF with the highlights of the presentation to disseminate to the customers. The event was free and open to the public.

Database	May-14	May-13	May-12	YTD 13/14	YTD 12/13	YTD 11/12
Tracked by #searches						
Ancestry		1051	1511	8014	17966	14447
Career Transitions		N/A	1	0	58	168
BioResCtr*	94	152	53	536	1646	1158
FoF Ancient Hist	6	21	12	185	619	338
GDL	46	18	15	193	264	178
GVRL	78	296	67	631	1807	2119
HeritageQuest	698	886	254	6936	4735	3222
Kids InfoBits	36	41	21	191	326	125
LitResCtr	327	878	89	981	9620	3786
Opposing Vpts*	423	23	88	1109	3035	725
Nat Geo	30	51	N/A	158	399	0
Nat Geo Kids	6	11	N/A	70	27	0
NoveList	257	343	148	1379	2722	2032
NoveList K-8	18	20	55	303	544	863
ProQuest	4009	2854	5427	24797	51336	40227
Ref USA Bus.	2666	4072	8170	22495	59879	50546
Ref USA Res.*	344	207	201	880	2587	8453
Tumblebooks	1163	887	657	9599	10584	7797
World Book Online	164	191	117	966	1156	1148
Tracked by #sessions						
Cypress Resume	10	15	12	111	226	132
LiveHomework	12	45	138	224	785	2263
Testing & EdRefCtr	66	15	21	473	446	498
Universal Class	116	44	50	582	1055	640
Tracked by #page views						
CultureGrams	64	1771	211	1323	5973	2239
Morningstar	3309	5724	1906	35500	100148	23463
NetAdvantage		2759	1770	10325	30584	8200
RealQuest	133	191		5224	13127	7368
Rocket Languages	36	10	38	530	514	755
Value Line	14807	13573	16,918	192076	251890	118996

NEWPORT BEACH PUBLIC LIBRARY - MAY 2014

CUSTOMERS SERVED IN THE LIBRARY

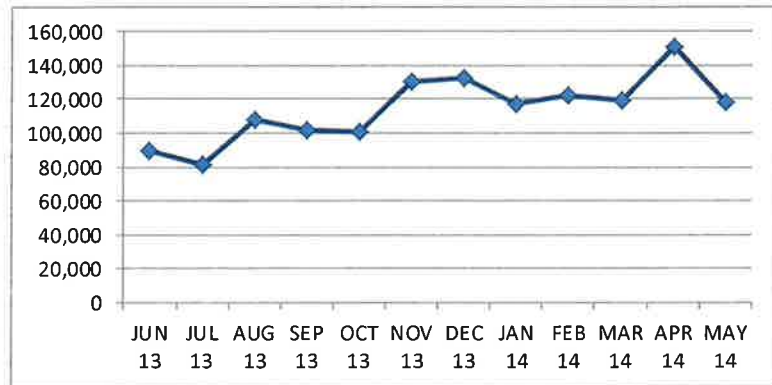
CURRENT

	May-14	YTD 13/14	YTD 12/13
BALBOA	5,341	56,504	60,460
CdM	3,985	43,617	53,952
MARINERS	27,515	260,933	270,725
CENTRAL	81,435	923,381	599,557
TOTAL	118,276	1,284,435	984,694



12 Month Comparison

JUN 13	90,239
JUL 13	81,775
AUG 13	108,229
SEP 13	101,712
OCT 13	101,072
NOV 13	130,163
DEC 13	132,801
JAN 14	117,652
FEB 14	121,995
MAR 14	119,245
APR 14	151,515
MAY 14	118,276
TOTAL	1,374,674



REFERENCE

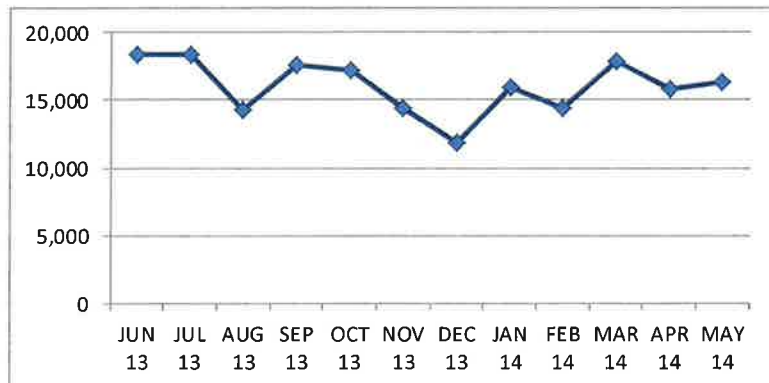
CURRENT

	May-14	YTD 13/14	YTD 12/13
BALBOA	759	7,623	8,106
CdM	854	7,968	9,171
MARINERS	5,541	55,973	56,241
CENTRAL	9,136	102,740	92,418
TOTAL	16,290	174,304	165,936



12 Month Comparison

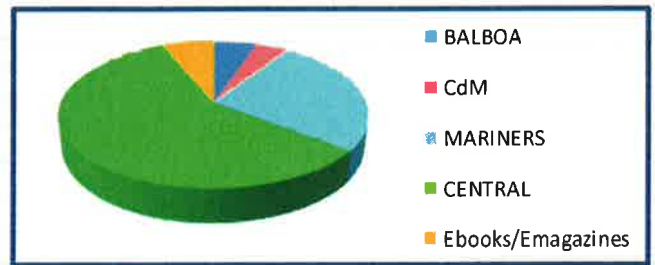
JUN 13	18,324
JUL 13	18,383
AUG 13	14,315
SEP 13	17,626
OCT 13	17,281
NOV 13	14,416
DEC 13	11,912
JAN 14	15,975
FEB 14	14,424
MAR 14	17,862
APR 14	15,850
MAY 14	16,290
TOTAL	192,658



NEWPORT BEACH PUBLIC LIBRARY - MAY 2014

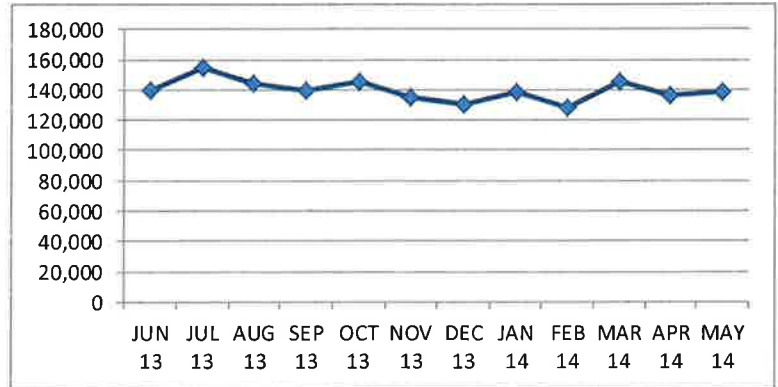
CIRCULATION CURRENT

	May-14	YTD 13/14	YTD 12/13
BALBOA	7,291	92,309	102,213
CdM	5,699	64,561	81,026
MARINERS	36,236	388,952	405,721
CENTRAL	80,165	922,498	853,831
Ebooks/Emagazines	8,835	93,138	58,039
TOTAL	138,226	1,561,458	1,500,830



12 Month Comparison

JUN 13	140,123
JUL 13	154,650
AUG 13	144,865
SEP 13	139,999
OCT 13	145,190
NOV 13	135,605
DEC 13	130,145
JAN 14	138,311
FEB 14	128,733
MAR 14	146,050
APR 14	136,617
MAY 14	138,226
TOTAL	1,678,514



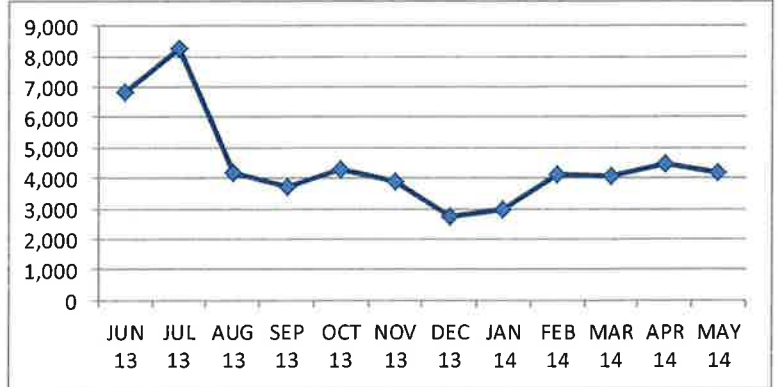
PROGRAM ATTENDANCE CURRENT

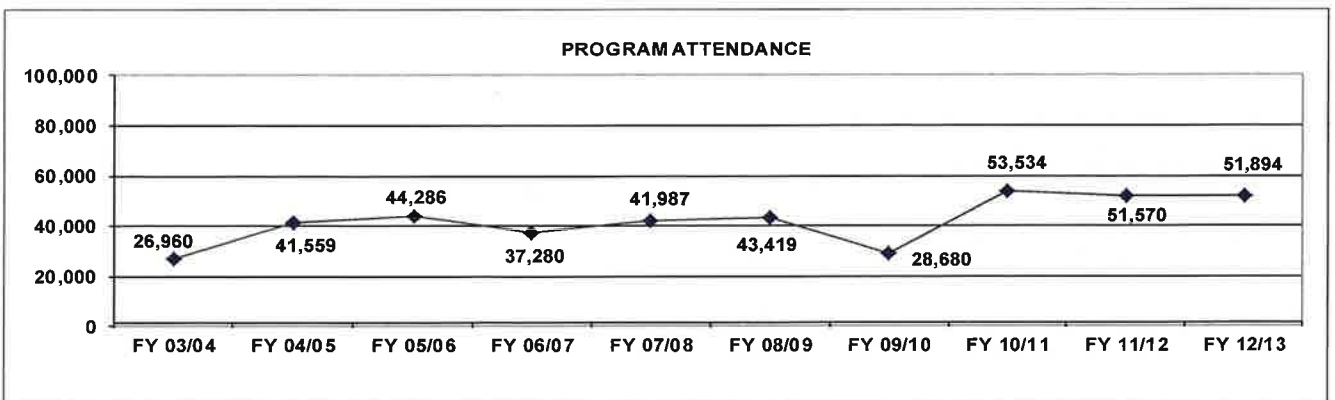
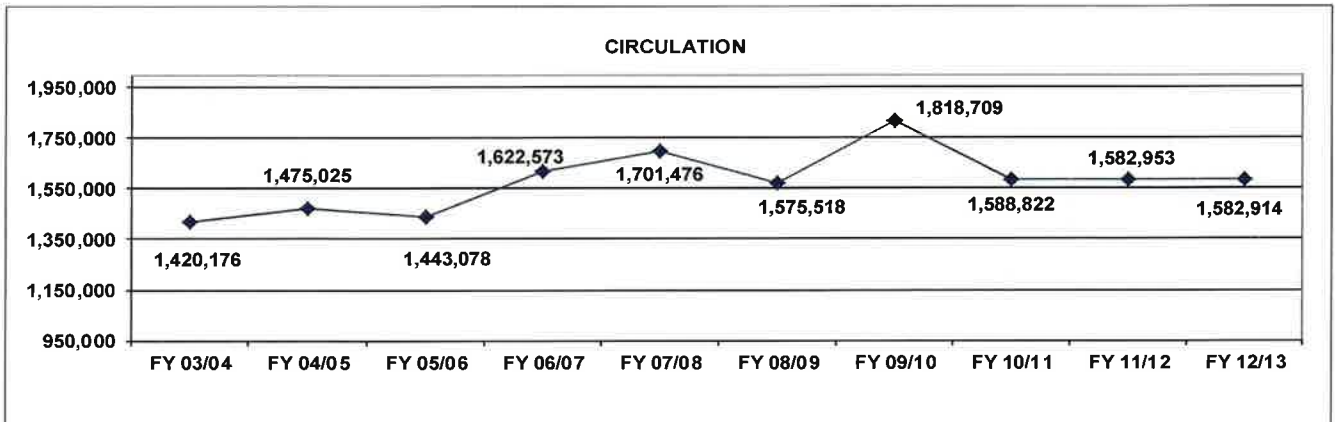
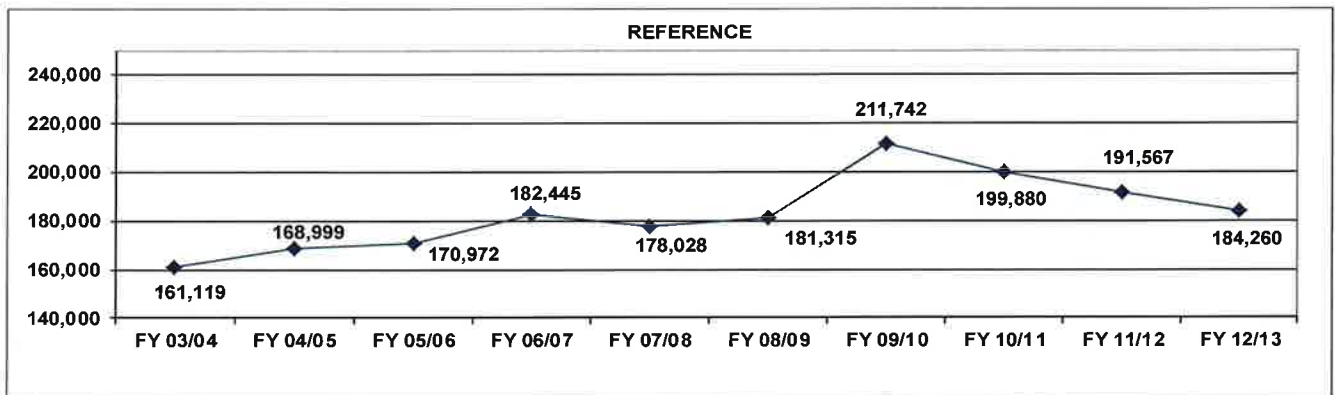
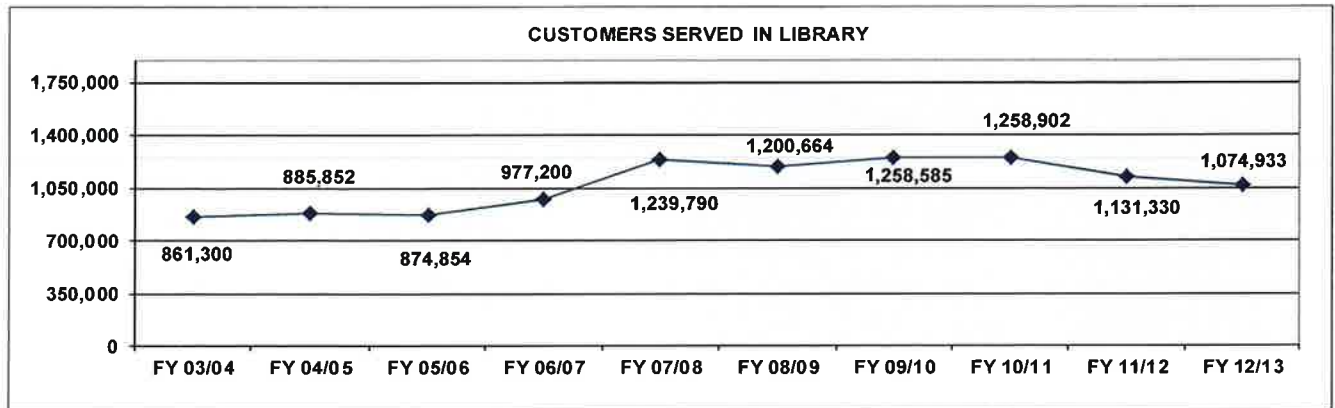
	May-14	YTD 13/14	YTD 12/13
BALBOA	99	2,490	2,754
CdM	697	6,902	7,449
MARINERS	870	8,614	8,617
CENTRAL	2,535	28,913	26,247
TOTAL	4,201	46,919	45,067



12 Month Comparison

JUN 13	6,827
JUL 13	8,295
AUG 13	4,200
SEP 13	3,726
OCT 13	4,280
NOV 13	3,894
DEC 13	2,729
JAN 14	2,973
FEB 14	4,107
MAR 14	4,056
APR 14	4,458
MAY 14	4,201
TOTAL	53,746





SUNGARD PENTAMATION
DATE: 06/11/2014
TIME: 16:59:09

CITY OF NEWPORT BEACH
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPSTAIL

SELECTION CRITERIA: orgn.orgn2='4000' and expledgr.key_orgn between '4010' and '4060'
ACCOUNTING PERIOD: 11/14

SORTED BY: DEPARTMENT,1ST SUBTOTAL,ACCOUNT
TOTALLED ON: DEPARTMENT,1ST SUBTOTAL
PAGE BREAKS ON: DEPARTMENT

DEPARTMENT-4000 LIBRARY SERVICES
1ST SUBTOTAL-700 SALARIES & BENEFITS

ACCOUNT	ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
7000	7000	--- TITLE ---	2,607,028.06	285,867.39	.00	2,365,276.80	241,751.26	90.73
7020	7020	SALARIES - MISC	658,301.09	59,021.05	.00	556,395.19	101,905.90	84.52
7030	7030	SALARIES - SEASONAL	203,622.01	25,647.16	.00	178,790.15	24,831.86	87.80
7040	7040	OVERTIME, MISC & 1/2 TIM	1,883.00	.00	.00	771.29	1,111.71	40.96
7062	7062	NIGHT DIFF, MISC	10,050.00	1,164.25	.00	9,251.75	798.25	92.06
7066	7066	BILINGUAL PAY	1,800.00	.00	.00	969.22	830.78	53.85
7110	7110	CAR ALLOWANCE	4,800.00	553.86	.00	3,138.54	1,661.46	65.39
7114	7114	CELL PHONE STIPEND EXP	3,000.04	272.34	.00	2,294.12	705.92	76.47
7210	7210	HEALTH/DENTAL/VISION	673,104.00	74,444.99	.00	601,033.30	72,070.70	89.29
7211	7211	HEALTH/DENTAL/VISION PT	5,000.00	6,263.65	.00	60,727.49	-55,727.49	1214.55
7221	7221	ANNUAL OPEB COST	130,386.75	10,865.55	.00	119,521.05	10,865.70	91.67
7227	7227	RHS \$2.50 CONTRIB	40,872.98	3,136.14	.00	46,496.57	-5,623.59	113.76
7290	7290	LIFE INSURANCE	3,771.31	307.10	.00	3,369.21	402.10	89.34
7295	7295	EMP ASSISTANCE PROGRAM	848.04	70.92	.00	765.13	82.91	90.22
7370	7370	WORKERS' COMP, MISC	69,174.00	5,764.50	.00	63,409.50	5,764.50	91.67
7373	7373	COMPENSATED ABSENCES	91,088.45	7,590.72	.00	83,497.92	7,590.53	91.67
7425	7425	MEDICARE FRINGES	48,799.75	5,808.50	.00	48,424.04	375.71	99.23
7439	7439	PERS MISC EE CONTRBN	32,868.08	7,590.90	.00	63,906.88	-31,038.80	194.43
7440	7440	PERS MISC EE CONTRBN	452,089.15	51,504.86	.00	414,980.30	37,108.85	91.79
7445	7445	MISC RETIRE CONTRIB	.00	-2,719.15	.00	-32,122.66	32,122.66	.00
7460	7460	RETIREMENT PART TIME/TEM	20,417.08	1,977.71	.00	16,213.00	4,204.08	79.41
		TOTAL SALARIES & BENEFITS	5,058,903.79	545,132.44	.00	4,607,108.79	451,795.00	91.07
1ST SUBTOTAL-800 OPERATING EXPENSES								
8010	8010	ADVERT & PUB RELATIONS	6,500.00	.00	.00	5,006.58	1,493.42	77.02
8012	8012	PROGRAMMING	13,500.00	1.20	.00	12,307.14	1,192.86	91.16
8020	8020	AUTOMOTIVE SERVICE	6,000.00	.00	.00	1,907.94	4,092.06	31.80
8022	8022	EQUIP MAINT ISF	7,061.16	588.43	.00	6,472.73	588.43	91.67
8024	8024	VEHICLE REPLACE ISF	5,492.40	457.70	.00	5,034.70	457.70	91.67
8030	8030	MAINT & REPAIR - EQUIP	12,600.00	1,034.26	.00	10,008.74	2,591.26	79.43
8031	8031	MAINTENANCE - COPIERS	4,000.00	.00	.00	2,825.13	1,174.87	70.63
8033	8033	PRINTER MAINT/SUPPLIES	4,000.00	.00	.00	.00	4,000.00	.00
8040	8040	MAINT & REPAIR - BUILDIN	105,000.00	3,796.68	.00	72,419.71	32,580.29	68.97
8050	8050	POSTGE,FREIGHT,EXPRESS NO	15,000.00	.00	.00	7,819.70	7,180.30	52.13
8060	8060	PUBLICATIONS & DUES NOC	8,000.00	.00	.00	3,112.00	4,888.00	38.90
8070	8070	RENTAL/PROP & EQUIP NOC	400.00	18.00	.00	225.23	174.77	56.31
8080	8080	SERVICES-PROF & TECH NO	3,000.00	200.00	.00	2,002.85	997.15	66.76
8081	8081	SERVICES - JANITORIAL	92,000.00	8,671.85	.00	92,595.13	-595.13	100.65
8089	8089	SVCS-CITY PRINT CONTRACT	5,425.00	27.00	.00	368.34	5,056.66	6.79
8100	8100	TRAVEL & MEETINGS NOC	5,625.00	.00	.00	4,748.35	876.65	84.42
8105	8105	TRAINING	5,500.00	245.00	.00	1,441.50	4,058.50	26.21
8112	8112	UTILITIES - TELEPHONE	5,425.00	457.43	.00	4,182.87	1,242.13	77.10
8114	8114	UTILITIES - NATURAL GAS	14,850.00	899.39	.00	7,039.20	7,810.80	47.40
8116	8116	UTILITIES - ELECTRICITY	187,500.00	14,079.35	.00	173,729.04	13,770.96	92.66
8118	8118	UTILITIES - WATER	18,400.00	1,428.84	.00	15,911.55	2,488.45	86.48
8140	8140	SUPPLIES- OFFICE NOC	24,300.00	4,428.36	.00	20,409.17	3,890.83	83.99

SUNGARD PENTAMATION
DATE: 06/11/2014
TIME: 16:59:09

CITY OF NEWPORT BEACH
EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
EXPSTAIL

SELECTION CRITERIA: orgn.orgn2='4000' and expledgr.key_orgn between '4010' and '4060'
ACCOUNTING PERIOD: 11/14

SORTED BY: DEPARTMENT,1ST SUBTOTAL,ACCOUNT
TOTALLED ON: DEPARTMENT,1ST SUBTOTAL
PAGE BREAKS ON: DEPARTMENT

DEPARTMENT-4000 LIBRARY SERVICES
1ST SUBTOTAL-800 OPERATING EXPENSES

ACCOUNT	- - - - TITLE - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
8143	OFFICE SUPPLIES-CHILD PR	2,650.00	108.70	.00	1,629.77	1,020.23	61.50
8144	SUPPLIES- COPY MACHINE	12,220.00	791.78	.00	10,608.03	1,611.97	86.81
8150	SUPPLIES- JANITORIAL NOC	26,050.00	2,155.84	.00	26,682.82	-632.82	102.43
8160	MAINT & REPAIR NOC	8,500.00	388.13	.00	2,867.25	5,632.75	33.73
8200	SPECIAL DEPT SUPPLIES NO	15,500.00	.00	.00	14,982.75	517.25	96.66
8204	UNIFORM EXPENSE	100.00	6.16	.00	70.25	29.75	70.25
8260	LIBRARY MATERIALS	631,640.00	31,849.65	24.02	563,549.99	68,065.99	89.22
8311	HARDWARE-MONITOR/PRINTER	2,500.00	.00	.00	1,603.92	896.08	64.16
8318	IT ISF OPERATING CHARGE	303,262.66	25,271.89	.00	277,990.79	25,271.87	91.67
8319	IT ISF STRATEGIC CHARGE	85,361.94	7,113.50	.00	78,248.50	7,113.44	91.67
8340	GENERAL INSURANCE	103,335.00	8,611.25	.00	94,723.75	8,611.25	91.67
8716	SPECIAL EVENT LIABILITY	4,500.00	.00	.00	2,857.60	1,642.40	63.50
	TOTAL OPERATING EXPENSES	1,745,198.16	112,630.39	24.02	1,525,383.02	219,791.12	87.41
1ST SUBTOTAL-900 CAPITAL OUTLAY							
9000	OFFICE EQUIPMENT	14,541.65	-25,992.25	.00	14,347.63	194.02	98.67
	TOTAL CAPITAL OUTLAY	14,541.65	-25,992.25	.00	14,347.63	194.02	98.67
	TOTAL LIBRARY SERVICES	6,818,643.60	631,770.58	24.02	6,146,839.44	671,780.14	90.15
TOTAL REPORT		6,818,643.60	631,770.58	24.02	6,146,839.44	671,780.14	90.15

BOARD OF LIBRARY TRUSTEES MONITORING LIST

Previously Scheduled Agenda Date	AGENDA ITEM	Suggested Scheduled Agenda Date
Ongoing	Review / Possible Revisions to the City Council Policies for the Library (ongoing)	
Oct 07, 2013	Review of Library Expansion Donor Wall Naming / NBPL Foundation	
Oct 07, 2013	Literacy Program Update	
Nov 04, 2013	Library Material Selection	
Nov 04, 2013	Arts & Cultural Update	
Dec 02, 2013	Media Suite Update	
Jan 6, 2014	Critical Review of Online Database Resources & Services / Database Usage Report	
Feb 3, 2014	Annual Budget Update	
Feb 3, 2014	Downloadable Services	
Mar 3, 2014	Branch Update - Balboa	
Apr 7, 2014	Marketing Update	
May 19, 2014	Adult Services Update	
	Branch Update - Corona del Mar	Jun 16, 2014
	Information Technology Update	Jul 21, 2014
Jul 8, 2013	Election of Board of Library Trustees Officers	Jul 21, 2014
Aug 5, 2013	Review FY 2013/ 2014 Holidays / Meeting Schedule	Aug 18, 2014
	Carlsbad Library Report	Aug 18, 2014
	Branch Update - Mariners	Sep 15, 2014
	Children Services Update	Sep 15, 2014
Aug 5, 2013	Newport Beach Public Library Website & Social Networking Update	Sep 15, 2014
	Review of Library Capital Improvements and/or Capital Outlay Needs	Oct 20, 2014

Revised 6-10-2014

NEWPORT BEACH PUBLIC LIBRARY INTERNET USE POLICY

The Internet and its available resources contain a wide variety of material and opinions from varied points of view. It is a global electronic network which enables the library to provide information to customers beyond the library's collection.

The library does not monitor and has no control over the information on the Internet. Not all sources on the Internet provide accurate, complete, or current information. You may need to question the validity of the information you find.

Materials obtained or copied on this computer network may be subject to copyright laws. Illegal activities or any other activities that are intended to interfere with or disrupt network users, services, or equipment are prohibited.

In offering Internet access, the library cannot control access points which often change rapidly and unpredictably. Library users access the Internet at their own discretion and the library is not responsible for any access points they reach. As with other library materials, parents and guardians of children, not the library, are responsible for their children's use of the Internet. While it is the responsibility of parents to establish rules for their children's use of the Internet, the NBPL has taken steps to assist parents in this task. The Library has installed on the children's computers a blocking service which prevents known violent or sexually explicit material from being accessed. This service has proven to be reliable in blocking inappropriate children's material from appearing on these computers. However, since some content providers deliberately attempt to thwart blocking programs and since some children seek to overcome such blocking, the NBPL does not guarantee that inappropriate material will not be accessed by children; appropriate use of the Internet must be the responsibility of parents. **"Parents are encouraged to read *Keeping Kids Safer on the Internet: Tips for Parents and Guardians* at http://www.missingkids.com/missingkids/servlet/PageServlet?LanguageCountry=en_US&PageId=3601 and view the resources for parents and guardians at <http://www.netsmartz.org/Parents>.**

Approved by the Board of Library Trustees - November 11, 1996

Adopted - February 24, 1997

Amended & Reassigned - April 8, 2003

Amended - August 17, 2004

Amended - October 10, 2006

Formerly I-22

NBPL Sound Lab Policy

Red-lined revisions as noted at the 5-19-2014 Board of Library Trustees Meeting, to be presented at the 6-16-2014 Board of Library Trustees Meeting for approval.

1. The Sound Lab is open to valid Newport Beach Public Library (NBPL) card holders whose accounts are in good standing.
2. Customers under 14 years of age must be accompanied by an adult.
3. Users can make 4 hour reservations to use the Sound Lab. Reservations will be held for 10 minutes after they are scheduled to begin ~~and after which time they~~ will be considered canceled ~~at that time~~.
4. Use of the Sounds Lab will be checked out on the user's Newport Beach Public Library account and a photo ID will be held.
5. All general behavioral guidelines for the Library apply, ~~specifically including,~~ the Library Use Policy and Internet Use Policy.
6. Food and drink are not permitted in the Sound Lab at any time.
7. Cell phone conversations are not allowed in the Sound Lab. Cell phones must be set to silent.
8. The workspace area of the Sound Lab is reserved for customers using Sound Lab software or who are working on digital media projects. Users who want to browse the Internet or use Microsoft Office products should use the public computers in other areas of the building or check out a laptop. ~~For group~~ ~~Users who want to engage in group~~ study, ~~please should~~ reserve one of our three study rooms.
9. Users will be assigned to a specific computer based on their project needs. When making an appointment, customers should inform staff of their specific hardware and software requirements.
10. Saving work on Sound Lab computers is prohibited. Users must save their work on an external memory source. CDs and flash drives are sold in the Media Center. The Library is not responsible for any work ~~that is unsaved, corrupted, or altered~~ in the Media Center.
11. Sound Lab users with large files must save, export or transfer large projects to external devices prior to closing. ~~Users must A~~allow ample time to save, export, transfer large files, or process ~~your~~ files. The Sound Lab will close no later than 30 minutes prior to Library closing times.
12. Sound Lab users may not install or download software or upgrades. For help or to suggest software, downloads and upgrades, please see Library Staff.
13. The Library is not responsible for any valuables left unattended.
14. Sound Lab policies are subject to periodic review and change by the Library Board of Trustees.

NBPL Media Center Use Policy

Red-lined revisions as noted at the 5-19-2014 Board of Library Trustees Meeting, to be presented at the 6-16-2014 Board of Library Trustees Meeting for approval.

1. The Media Center is open to valid Newport Beach Public Library (NBPL) card holders whose accounts are in good standing.
2. Customers under 14 years of age must be accompanied by an adult.
3. Users can make 4 hour reservations to use the Media Center. Reservations will be held for 10 minutes after they are scheduled to begin ~~after which time they and~~ will be considered canceled ~~at that time~~.
4. All general behavioral guidelines for the Library apply, ~~specifically including,~~ the Library Use Policy and Internet Use Policy.
5. Food and drink are not permitted in the Media Center at any time.
6. Cell phone conversations are not allowed in the Media Center. Cell phones must be set to silent. Customers using the Media Lab portion of the Media Center for audio projects must use headphones. Headphone volume must be such that other customers will not be disturbed.
7. The workspace area of the Media Center is reserved for customers using Media Center software or who are working on digital media projects (videos, music, websites, photo editing, scanning). Users who want to browse the Internet or use Microsoft Office products should use the public computers in other areas of the building or check out a laptop. ~~For group~~ Users who want to engage in group study, ~~please should~~ reserve one of our three study rooms.
8. Users will be assigned to a specific computer based on their project needs. When making an appointment, customers should inform staff of their specific hardware and software requirements.
9. Saving work on Media Center computers is prohibited. Users must save their work on an external memory source. CDs and flash drives are sold at the Reference Desk. The Library is not responsible for any work ~~that is unsaved, corrupted, or altered~~ in the Media Center.
10. Media Center users with large files must save, export or transfer large projects to external devices prior to closing. ~~Users must A~~allow ample time to save, export, transfer large files, or process ~~your~~ files. The Media Center will close no later than 30 minutes prior to Library closing times.
11. Media Center users may not install or download software or upgrades. For help or to suggest software, downloads and upgrades, please see Library Staff.
12. The Library is not responsible for any valuables left unattended.
13. Media Center policies are subject to periodic review and change by the Library Board of Trustees.

TO: BOARD OF LIBRARY TRUSTEES

FROM: Library Services Department
Tim Hetherton, Library Services Director
949-717-3810, thetherton@newportbeachca.gov

PREPARED BY: Tim Hetherton

TITLE: Request to Amend Board Guidelines on Designated Donor Wall Study Area K

At the February 4, 2013 meeting, the Board of Library Trustees approved guidelines for the letter size and banner length of various donor recognition walls. Banner length of the lettering for the donor wall designated as Study Area K (see attachment) is not to exceed 7 feet. The Board of Library Trustees also approved a guideline to limit the lettering to a single line.

Recently, the Newport Beach Public Library Foundation has accepted a donation, and a donor request to be recognized on the wall of Study Area K located on the 2nd floor expansion. The donors would like the recognition to read:

KAREN HEATH CLARK & BRUCE ROBERT CLARK READING AREA

However, these 44 two inch letters and 8 one and a half inch spaces total 8 feet 4 inches, which exceed the Board of Library Trustees approved guideline for this designated area.

Staff requests that the Board of Library Trustees make an exception to the approved policy and allow a two line donor recognition that reads:

**KAREN HEATH CLARK & BRUCE ROBERT CLARK
READING AREA**

The two lines of lettering will satisfy the donor's request, maintain a neat, balanced appearance that befits the Study Area, and enable the Newport Beach Public Library Foundation to fund valuable library resources and programs that benefit library customers.

NOTICING:

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the Board of Library Trustees considers the item).

ATTACHMENT: photos of Study Area K

STUDY AREA K



